



<b>POSITION DESCRIPTION</b>  <b>T.A./Program Specialist</b>  <b>FLSA Status: Non-Exempt</b> <b>Classification: Occupational</b> <b>Salary Grade/Band:</b>	<div style="text-align: right;"><b>9 June 2015</b></div>  <b>Reports to: Duchesne County Jail</b> <b>Jail Commander</b>  <b>Revised: _____</b> <b>Human Resources Initials: _____</b>
<b>POSITION PROFILE</b>  <p>Under general supervision of the Jail Commander, provides educational programs including and not limited to the Inmate High School/GED programs be under the general supervision of the Duchesne County School District Adult Education Director. The Life Skills Program is administered by the Jail under the supervision of the Jail Commander.</p>	
<b>GOALS</b> <ul style="list-style-type: none"> <li>• To be responsible and accountable for student assignments and protocol.</li> <li>• To comply with the Duchesne County Sheriff's Office Policies and Procedures and with the Duchesne County School District rules and regulations.</li> <li>• To ensure work performance, effective time management practices, and attention to detail.</li> <li>• To articulate and convey information accurately and appropriately to inmates, staff and administration.</li> <li>• To enhance class room excellence and individual development.</li> </ul>	
<b>ESSENTIAL FUNCTIONS</b> <ul style="list-style-type: none"> <li>• Provides educational programming for inmates to help improve their capability to lawfully function in society.</li> <li>• Provides innovative methods to engage participation in the services and programs offered.</li> <li>• Provides coordination between the Duchesne County School District and Duchesne County Jail to aide and guide students through the Inmate High School program to earn a diploma utilizing the educational software and coordinating curriculum.</li> <li>• Organizes and maintains outside multi-agencies' communications for educational proficiencies.</li> <li>• Provides up-to-date and accurate inmate transcripts.</li> <li>• Provides curriculum testing through TABE testing procedures.</li> <li>• Provides organizational classroom guidelines.</li> <li>• Provides professional communication to inmates, administration and other staff as needed.</li> <li>• Maintains proper homework documentation, transcripts to validate course completion.</li> </ul>	

- Provides additional resources by agency policy and procedures.
- Provides administration support when needed.
- Performs related duties as business necessitates.

#### **EDUCATION AND EXPERIENCE**

- Graduation from high school or equivalent;
- Two years clerical experience which experience in data entry training; or an equivalent combination of education and experience; and
- Bilingual Spanish desired, but not required.

#### **LICENSE AND CERTIFICATION**

- Must have a current and valid Utah Driver License; and
- Obtain Certification for Administration of TABE Testing

#### **SKILLS/ABILITIES**

- Attention to detail.
- Enhanced organizational skills.
- Advanced computer skills including MS Office, Excel.
- Ability to work under time restraints to meet official deadlines.
- Ability to effectively solve problems.
- Ability to enforce regulations with firmness, tact and impartiality.
- Ability to communicate effectively verbally and in writing.
- Ability to read and accurately interpret measurements and inmate educational statistics.
- Ability to provide accurate documentation evaluating the performance of the prisoner educational programming.
- Ability to provide inmate documentation to school district, courts and other agencies on a timely manner.
- Knowledge of the principles and techniques of behavioral management.
- Ability maintain accurate student records.
- Ability to perform the functions as a teacher's aide, instructor and mentor
- Exemplify professional, courteous, and timely work processes.
- Maintain confidentiality at all times.
- Ability to interpret and abide by all state, federal and local laws governing aspects of the job.
- Ability to interpret and carry out instructions and assignments as warranted.
- Ability to impart information to others when necessary and as required by law.

## **PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

## **LANGUAGE SKILLS**

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond professionally to inquiries from the public and other agencies in both written and verbally.
- Must be able to read and understand state, federal, and local regulations governing correctional operations and other related regulations associated with governmental agencies.

## **REASONING ABILITY**

- Ability to consider and analyze data and alternatives and take appropriate action.
- Ability to apply common sense to carry out instructions furnished in written or oral communications.
- Ability to communicate understandable instructions and/or problem resolutions
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, currency, common fractions, and decimals.
- Ability to work in a confined area and on an individual status with inmates.

## **PHYSICAL REQUIREMENTS**

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Normal office working conditions. The noise level in the work environment is quiet to moderate.

## **HAZARDS**

- Work may expose the incumbent to potentially hostile situations and to individuals who are angry, agitated or otherwise upset.
- Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals.
- Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves.

**ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.